



**USAID/Vietnam**  
**Employment Opportunity for Vietnamese National**  
**CCNPSC Announcement #04/01**

The United States Agency for International Development is recruiting a Vietnamese National to fill the following position in USAID/Vietnam Country Program Office, Hanoi:

**Position: Development Program Specialist**

**Minimum Qualifications:** Undergraduate equivalent degree in Commerce/ Finance/Economics/Law or other appropriate field is required. Post graduate training, including a Masters Degree in an appropriate field (Business Administration/ Finance/Economics, etc) is desirable.

6 years of progressively responsible professional experience in financial management in the public or private sector, at least two years of which should have been working with or for a foreign government, international NGO, foreign donor agency, or foreign company. Previous experience should include having responsibility for exercising judgment and providing solid analysis leading to sound financial decision-making on development assistance projects. Experience creating and maintaining budget spreadsheets and working with relevant computer software is also required.

**Salary:** Salary and benefits will comply with the U.S. Mission's Local Compensation Plan and Benefits Package. Salary Range is commensurate with salary history, qualifications and relevant work experience of the applicant.

**To apply:** All interested candidates may obtain an application package, which includes Position Announcement, Detailed Position Description and Employment Application Form (OF-174), at the Security Desk, 2<sup>nd</sup> Floor, Rose Garden, 6 Ngoc Khanh Street, Hanoi, Vietnam - *or* - candidates may download the application package from the following website: <http://vietnam.usembassy.gov/www/haiddbrochure.html>

Completed applications can be sent by mail to the USAID office or dropped at the Security Desk, 2<sup>nd</sup> Floor, Rose Garden Tower, 6 Ngoc Khanh Street, Hanoi, Vietnam.

**Deadline:** Deadline for submitting application is Tuesday, June 1, 2004 at 4:00PM

**Telephone calls or individual appointments cannot be accepted regarding this announcement. Only applicants who have been short-listed by the Selection Committee will be contacted, either by telephone or mail.**

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**USAID Vietnam**  
**3<sup>rd</sup> Floor, Rose Garden Tower**  
**6 Ngoc Khanh Street**  
**Hanoi, Vietnam**

### **13. BASIC FUNCTION OF THE POSITION:**

Serves as the FSN Development Program and Budget Specialist for the USAID Office in Vietnam, and plays a key role in the formulation, implementation and management of the overall USAID development assistance program in Vietnam; and independently performs the full range of professional consultative, advisory, monitoring, analytical, operational and informational services of broad scope in connection with the complex \$15 million plus annual U.S. economic assistance program in Vietnam.

The incumbent serves as the Mission's Program and Budget Advisor: (1) Independently performs, with minimal supervision, the full range of program budget and operations functions including the development of annual program plan and budget documents; (2) manages the annual Operational Year Budget (OYB) including making recommendations for major decisions for allocation and distribution of funds for the Mission's strategic objectives and among the bilateral and field support projects in all sectors of the Mission's portfolio; (3) interprets USG appropriation legislation and programming guidelines established by USAID/Washington; (4) monitors implementation and obligation of program funds; (5) responds to numerous program budget and operations related questions from USAID/Washington, Office of Management and Budget (OMB), Department of State and Mission technical/support officers; (6) advises Mission Offices on U.S. legislation pertaining to USAID programs, GVN policies and priorities; (7) furnishes official information in response to questions from the Government of Vietnam, U.S. Congress and other donor agencies related to all aspects of the U.S. economic assistance program in Vietnam, covering both past history and current programs and trends; and (8) responds to public enquiries addressed to the Ambassador, the Bureau for Legislative and Public Affairs (LPA) and the Vietnam Desk Officer.

Participates in a wide range of consultative, advisory, planning, design, implementation and monitoring services in different sectors and projects and demonstrates leadership and management skills to ensure that USAID program activities are designed and implemented in accordance with applicable Agency rules, regulations and USG laws, to achieve Mission objectives, within resource constraints, and in a timely manner. As a USAID CTO, undertakes the direct management responsibility for implementation of selected grants/cooperative agreements.

### **14. MAJOR DUTIES AND RESPONSIBILITIES:**

As a Program and Budget Advisor, provides guidance and advice to USAID/Vietnam management and all mission offices on a wide range of USAID's programs and development assistance activities, policies, and budgeting processes; provides problem-solving program management assistance on a wide range of activities; furnishes official information to the Government of Vietnam (GVN), the U.S. Embassy, U.S. Consulates, and other donors on these programs, policies, strategic objectives, areas of program concentration and resources.

#### **1. Strategic Objectives Backstop (Time 30%)**

- a. Serves as the Program backstop officer for all Mission strategic objectives, and is directly responsible for tracking the results from the Development Credit Authority supported activities in Vietnam.
- b. Provides a wide range of consultative, advisory, planning, design, implementation and monitoring services to the related SO team and its members. This requires the application of leadership and management skills to ensure USAID program activities are designed and implemented in accordance with applicable USG laws, Agency regulations and policies in order to achieve SO and Mission objectives in a timely manner. Particularly in the early stages of program or project development, the program backstop is called upon to design and implement innovative activities which are "test beds" for new ideas and are not yet ready to be implemented by Mission technical offices or strategic objective teams. This involves the assumption of both Project Officer and Cognizant Technical Officer responsibilities for any related contracts or agreements, for periods ranging up to one year.
- c. In the area of project design and development, the Program backstop participates in and supports the development of new activity documents , including initial conceptualization, assignment and management of design tasks, drafting of key sections of design documents, monitoring progress on the entire design effort, and editing/packaging the final documents for Mission review. Participates in Mission reviews of the related new activities, and records the finding of such reviews. Subsequent to new activity approval, drafts appropriate project authorization and project agreement documents and ensure compliance with Foreign Assistance Act (FAA) regulations, Agency regulations and policies, and the Mission strategy. Certifies that all pre-obligation requirements required by US laws and Agency policies have been met and verifies this fact to the delegated person with authority for entering in agreements on behalf of the US Government before bilateral or unilateral agreements are executed. Within specified guidelines, liaises and negotiates with senior host country officials in the design of new projects and signing of bilateral project agreements.
- d. In the area of project management and implementation, the Program backstop assists in monitoring progress of activities and provides advice on how to improve performance for timely attainment of overall USAID objectives. Interprets, applies, and ensures compliance with language and conditions in planning documents, bilateral project agreements and their amendments, project/activity authorizations, project implementation letters, budgets, contracts, grants, host country conditions precedent, and project/strategic objective completion reports. Assists in the preparation and review of all related Modified Acquisition and Assistance Request Documents (MAARDs) and their attachments to ensure conformance with Agency policies, regulations and directives, and Mission programmatic directives. Provides guidance and support to the SO team in preparing for and completing programmatic audits, responding to audit recommendations integrating them into major Mission management systems. Takes the lead role in preparing project close out documentation and reports. Provides assistance to technical offices for resolution of legal issues affecting project design and implementation and requests Regional Legal Advisor (RLA) assistance when legal concerns need to be

addressed. Such responsibilities require the Program backstop to establish and maintain an extensive range of contacts with host government and private sector officials concerned with implementation of USAID programs and projects, including other bilateral and multi-lateral donors.

- e. In the area of project monitoring and reporting, the Program backstop assists the SO team in developing project results frameworks and the related indicators for incorporation into the Mission's Program Monitoring Plan (PMP). Thereafter, assists in the collection, collation, analysis and incorporation of progress information into documents required for periodic Mission reviews and annual reporting to Washington.

## **2. Budget Development and Resource Allocation (Time 30%)**

- a. With guidance from Mission management and the USAID Representative, formulates the long-term resource requirement section of the Mission strategy document. Prepares the Mission's annual planning documents such as the Annual Report, Congressional Budget Justification, and Bureau Budget Submission for submission to USAID/Washington; assures that these major program budget documents contain correct financial data and that these comprehensive annual budget requests are consistent with USAID programming policies, guidelines and approved program levels, and the budget allocations by project conform to the Mission's strategic objectives, management decisions and appropriate funding categories. Prepares justifications and rationales for the requested resources for submission to USAID/Washington, State and OMB; prepares reklamas to assure that the Mission receives adequate allocation of funds to implement its program; and provides arguments to justify and defend the requested resource levels.
- b. Using own judgment, knowledge and skills, manages the Mission's budget cycle directly with USAID/Washington. Formulates financial plans for the Mission's development assistance program, and within approved levels, independently prepares the annual OYB for bilateral projects, field support and unilateral projects based on commitment/expenditure needs; reviews and discusses these budgets and obligation plans periodically with the USAID Representative and program team leaders in response to changes in USAID/Washington policy guidelines and project development/design schedules, and assures that the budget allocations are adjusted to meet funding requirements of bilateral and field support projects and also with assigned Congressional earmarks and directives targets; prepares and clears with the Mission Representative Economic Support Funds (ESF) apportionment memorandum for approval of the Deputy Secretary of State and participates in meetings with high-level State officials to brief/defend the Mission's request for ESF resources; assesses the need and drafts requests for urgently needed program funds early in the fiscal year and reconciles the program funds budget allowances for each appropriation with the ANE Bureau; reviews multi-million dollar Development Credit Authority agreements and coordinates with ANE Bureau and M/FM the transfer of guarantee subsidy amounts for these agreements.
- c. Quarterly updates Mission portfolio pipeline analyses reports; prepares and reviews analytically plans for de-obligation of aging/old appropriations and assesses de-obligation

of program funds to meet Congressional rescission targets assigned to the Mission by the ANE Bureau under the Appropriation Act; reviews and discusses these plans with Mission management, and the Regional Controller; makes recommendations for re-obligation of these funds to meet Mission portfolio needs and recommends necessary measures to accomplish obligation targets of current year funds for presentation to Mission management.

- d. Interprets guidance for Congressional Notifications (CNs) and reviews planned obligation amounts justified to Congress in the Congressional Budget Justification to determine if a CN is required to be submitted to Congress before obligation of program funds in a fiscal year; prepares CN texts and financial information for submission to USAID/Washington; tracks submission of CNs to Congress and their expiry, and answers all queries from USAID/Washington and Congress with regard to Mission's CNs; and advises the Mission if and when bilateral project agreements and other obligation actions can be executed. Prepares CNs for Development Credit Authority agreements.

### **3. Advisor to Mission Management (Time 15%)**

As a senior professional, advises Mission management and Program team leaders on all aspects of the USAID programming processes, including the affects of U.S. legislation and GVN policies and priorities on the program, budgetary levels and constraints, Congressional directives and earmarks and multiple funding sources which have a significant bearing on annual funding allocations; makes recommendation to Mission management and USAID/Washington for improvements in Agency budget and operating systems and procedures, with the intended result being Mission and Agency-wide improvements in program management and reporting systems; provides substantive advice to Mission technical offices in terms of resource allocations, budget allowances, Congressional notification requirements, obligation targets, and earmark/directive target attributions which may influence USAID program operations. Meets regularly with Government of Vietnam counterpart officials to analyze and resolve project budget issues.

### **4. Support Regional USAID Programs/Missions (Time 10%)**

Provides budget and operations support and guidance to regional USAID programs such as the United States-Asia Environmental Partnership (USAEP), including allocation of resources for activities, preparation of program documents such as the Congressional Budget Justification and Annual Report, preparation and submission of Congressional Notifications for these programs, pipeline analysis, following of with USAID/Washington for their budget allowances and monitoring their obligation of funds.

### **5. Liaison/Information Sharing with Host Government (Time 10%)**

- a. Participates in Mission review meetings to keep abreast of strategic objective/project implementation status and performance progress; reviews bilateral project agreements to

be negotiated and executed with the GVN for consistency with program plans and budgetary allocations; and recommends measures for accomplishing timely obligations.

- b. Furnishes official information in response to requests from GVN related to U.S. economic assistance programs, projects and other activities, including financial details and budgetary levels for Vietnam. Acts as a key USAID contact with senior GVN officials on USAID programming, budgeting and on ad hoc issues of importance to the USAID Mission. Participates in meetings with GVN officials to resolve outstanding issues.

#### **6. Public Outreach (Time 10%)**

Act as a bridge to connect USAID/Washington (LPA, ANE Front Office and ANE Outreach Team) and RDM/A with USAID/Vietnam regarding program activities; Act as a contact point for USAID/Vietnam in facilitation of Washington delegations to the field and host government delegations to the U.S; Build relations and understanding of USAID/Vietnam's work among local audiences and home audiences (e.g. the Congress, USG agencies and USAID etc.); Enhance the image and profile of the office among audiences;

- a. Initiate and contribute to Overall Regional Communication and Outreach Strategy, including a branding initiative throughout the missions;
- b. Be in regular contact and update with RDM/A and USAID/W to raise awareness of priorities issues and program activities;
- c. Bring to attention of the Administration those issues in the field that need Agency support;
- d. Coordinate and make concerted efforts to strengthen communications and linkages among all relevant offices;
- e. Oversee the development of USAID/Vietnam's outreach messages and their incorporation into all outreach materials (e.g., communications campaigns, Mission website, program fact sheets, success stories, press materials, etc.).
- f. Develop a strategic communications framework for USAID/Vietnam outlining the mission's outreach objectives and providing an annual program for meeting those objectives.
- g. Provide public outreach materials to RDM/A, USAID/W, and other posts at request or routinely;

#### **7. Incorporate the Four Core Values into his/her work**

- a. **Customer Focus:** Identifies and communicates with USAID customers regularly (ideally, in their preferred language); surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.

- b. **Results Orientation:** Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.
- c. **Empowerment and Accountability:** Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.
- d. **Teamwork and Participation:** Contributes to strategic planning, performance monitoring, and major program decisions of the SO and RP Teams. Demonstrates ownership of the teams' plans, performance, and decisions. Proactively participates in team processes and activities. Includes other team members, customers and partners and assists in their understanding and participation in teamwork and the team's goals, performance, and decisions. Assumes responsibility for specific results assigned by the team.

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. **Education:** Undergraduate equivalent degree in Commerce/ Finance/Economics/Law or other appropriate field is required. Post graduate training, including a Masters Degree in an appropriate field (Business Administration/ Finance/Economics, etc) is desirable.
- b. **Prior Work Experience:** 6 years of progressively responsible professional experience in financial management in the public or private sector, at least two years of which should have been working with or for a foreign government, international NGO, foreign donor agency, or foreign company. Previous experience should include having responsibility for exercising judgment and providing solid analysis leading to sound financial decision-making on development assistance projects. Experience creating and maintaining budget spreadsheets and working with relevant computer software is also required.
- c. **Post Entry Training:** The incumbent will be expected to possess the necessary technical training and skills required to perform immediately the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures, and regulations that govern: 1) USAID-specific program and budget planning responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in project design and activity management. Organized/formal training (both internal & external) determined to be in direct support of RPO activities may be provided from time to time depending on the availability of Program funds.

- d. **Language Proficiency:** Level IV (fluent) English language proficiency is required. Given the nature of the position, effective written and oral communications are critical to perform successfully in this position. Incumbent must be able to communicate effectively and accurately with: 1) all categories of Mission employees; 2) host government officials at the Senior Minister level and lower; 3) numerous international and local organizations, donors, UN and other international organizations and other embassies; 4) the USAID-Washington Pillar and Asia and Near East Bureaus and the equivalent units in the State Department; and 5) the general public. The incumbent is required to be able to prepare briefing documents, including participation in and leading the drafting of certain sections of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring few or no editorial changes.
- e. **Job Knowledge:** Thorough knowledge of USAID development assistance program planning and budgeting processes; must have understanding of the U.S. foreign assistance legislative process and Congressional concerns, and understanding of the wide range of USAID programs and how the Agency functions and is organized; must have a thorough knowledge of the GVN's development priorities, policies and procedures; a thorough knowledge of the history of U.S. economic assistance activities in Vietnam; a thorough knowledge of USAID Automated Directive System (ADS), programming policies, strategy implementation guidelines, budgetary processes, regulations, procedures and documentation.
- f. **Abilities and Skills:** Must have exceptional analytical skills and mental ability to be able to identify wide-ranging key program budget and operations issues and establish and maintain an extensive range of contacts with senior and key officials of the GVN ministries and other donor agencies; must have wide latitude in exercising his responsibilities and in planning and executing work assignments, be a skilled communicator, be able to work under pressure and produce results quickly, be able to predict issues of concern and interact directly at the highest operational levels of GVN. Must have strong analytical, communication, interpersonal, and leadership skills; ability to prepare and present factual and interpretative reports covering complex subject matters; and capability to orient, train and supervise professional-level FSN personnel.

#### **16. POSITION ELEMENTS:**

- a. **Supervision Received:** Formal supervision and evaluation will be by the USAID/Vietnam Country Manager. In collaboration with the incumbent the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; 4) prepare the annual Evaluation Report as/when required; and 5) obtain input from the appropriate peers, counterparts, and team members. As the incumbent is expected to work with a high degree of independence; the incumbent must be able to establish priorities, adhere to and meet established deadlines,



and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be proactive as well as self-motivated.

- b. **Available Guidelines:** The incumbent is required to understand Mission and Agency-specific policies and procedures which govern program and budget planning, project design and activity management in addition to the Mission's established administrative operating procedures, policies and formats. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall program and budget activities within USAID/Vietnam, including but not limited to USAID's program planning policies as set forth in the Agency's Automated Directives System (ADS), Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the RPO Director, other Mission technical or support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.
- c. **Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent will use her/his professional, well-informed judgment with full knowledge and understanding of nature and goals of the position and of the program budget. Considerable judgment is required; the incumbent works with procurement-sensitive information and must be discrete in handling this information. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.
- d. **Authority to make commitments:** Incumbent makes commitments on behalf of the Mission in providing development assistance program related information to GVN, other donor agencies, U.S. Consulates, and other USG agencies; and in clearance of Project Data Sheets, Project Authorization, action memoranda, bilateral program and project agreements, grants and contracts, and other implementation documents which commit program funds.
- e. **Nature, Level and Purpose of contact:** Incumbent maintains day to day contacts with the senior and intermediate GVN officials, USAID/W key officials, officials of the U.S. Embassy and its Consulates, as well as staff of other multilateral (World Bank, ADB, etc.) and bilateral donor agencies.
- f. **Supervision Exercised:** May exercise delegated supervisory authority over other CCNPSC USAID/Vietnam support staff, as/when assigned.
- g. **Time Required to Perform Full Range of Duties:** 12 months. Based on completion of the required probationary period and on an overall Summary Ratings of Fully Successful (or better i.e. Commendable) on the annual Performance Evaluation Reports (PERs), the incumbent is eligible to be recommended by the immediate supervisor for promotion to the full performance grade level of this position (FSN-11) upon completion of 12 months at fully successful service within grade.